

## CHAPTER 2

### PREPARATION AND SUBMISSION OF REQUISITIONS, MODIFIERS , CANCELLATIONS, AND FOLLOWUPS

#### A. PREPARATION OF REQUISITIONS

1. Requisitions will be prepared on one of the following prescribed documents using the coding structures shown in appendix B:

a. DD Form 1348, DoD Single Line Item Requisition System Document (Manual ) .

b. DD Form 1348m, DoD Single Line Item Requisition System Document (Mechanical) .

c. DD Form 173/2, Joint Messagef orm.

d. SF 344, Multiuse Standard Requisitioning/Issue System Document.

e. DD Form 1348-6, DoD Single Line Item Requisition System Document (Manual-Long Form) .

f. DD Form 1348-1, DoD Single Line Item Release/Receipt Document and DD Form 1348-1A, Issue Release/Receipt Document (acceptable and preferred as a requisition when requesting property directly from DRMOs ) .

2. The manual form (DD Form 1348, SF Form 344, or DD Form 1348-6) will be used only when:

a. Facilities are not available to the requisitioning activity to enable electrical transmission of documents in data pattern format, formatted teletype messages, or when computer-readable machine sensible facilities are not available to the requisit ioning act ivity.

b. The requisition coding structure does not provide sufficient data to assist the supply source in making supply decisions. Use of except ion data wil l cause delays in supply of materiel since each document containing such data must be withdrawn from routine processing,

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reviewed for the exception and continued in process after a decision has been made as a result of the review. Activities should not attempt to use exception data as a normal method for requisitioning materiel requirements. *Limitations on the use of exception data are outlined in paragraph B., below.*

3. Requisitions for conventional ammunition will contain Advice Code 3Q, 3W, 3Y, 3Z, 3V, or 3X, as applicable, when usable Condition E stock is acceptable.

4. Non-NSN requisitions will be prepared with DI A02 or AOB in DD Form 1348m when the CAGE and part number do not exceed the part number field and the item can be identified by additional data in rp 70-80 as indicated in appendix C3. Otherwise, DD Form 1348-6 will be used. This also applies to non-NSN lumber products.

5. The manual form (DD Form 1348 or 1348-6) will be prepared as reflected in Appendix C - Introduction, and appendices C1, C4, or A9, (message form) and in the number of copies as specified by the individual S/A.

6. The mechanical document will be used as the normal requisitioning document and will be electrically transmitted in data pattern computer-readable fixed length format to the supply source via DAAS. The mechanical document will be prepared using the format contained in appendix C1. Preparation will be by computer-readable or other mechanical means.

7. The DD Form 173/2 will be used when:

a. Data communication facilities are not available to permit document transmission by mechanized media.

b. The document contains exception data and/or rapid document transmission is required under the assigned PD.

8. Under exceptional circumstances, requisitions may be prepared on DD Form 1348 or 1348m, and read to the appropriate supply source by telephone in exact rp alignment. When requisitions are relayed by telephone, confirmation copies are not required and will not be forwarded.

9. Requisitions for perishable and nonperishable subsistence will be prepared using the following special instructions:

a. All subsistence requisitions will contain the applicable type of pack in rp 21. See codes in appendix B23.

b. All subsistence requisitions will contain a specific RDD (day of year format) in rp 62-64.

c. Brand name resale item requisitions will contain DI A04 or AOD in rp 1-3.

d. Brand name resale item identification numbers will be entered in rp 8-20, using appendix B5, paragraph 7.

e. To accommodate a condition peculiar to brand name resale subsistence requisitioned by/ for OCONUS activities, Advice Code 2C will be entered in rp 65-66 to convey advice to the SOS to fill or kill an unfilled quantity which cannot be shipped by a vendor to arrive overseas within 30 days after the RDD. To implement this authority, the SOS will contact the vendor to determine if shipment has been made when the item has not been received at the transshipping depot by the contract delivery date plus 15 days. If shipment has not occurred, procurement /requisition cancellation action will be initiated by the supply source and the customer will be furnished appropriate supply status. If shipment has been made by the vendor, cancellation of the procurement cannot be effected. Such shipments which cannot be shipped to arrive at the OCONUS destination within 30 days after the RDD will be put in stock by the transshipping depot to fill future requirements. The SOS will furnish appropriate rejection status to the customer.

10. In the requisition document, followup (no supply status received) document and the cancellation (no supply status received) document, the identification code and the reference identification code will appear in documents applicable to part number requisitions (DIs A02 and AOB only). MRDs based on MROS issued by all activities will contain a fund code in rp 52-53. Referral order documents to DSCS from certain Navy stock points without computer capability may not include the date of receipt of demand in rp 67-69.

11. The manual form (DD Form 1149, Requisition and Invoice/ Shipping Document ) is used as a requisition and shipping document as specified by other DoD regulations. The DD Form 1149 will not be used for any processes under MILSTRIP.

12. Requisitions for conventional ammunition that should not be delivered before a specific date or later than a specific date may contain an RDP in rp 62-64. The formula for expressing a RDP is provided

in appendix B14 . (NOTE : FMS and Grant Aid requisitions are excluded from RDP procedures. )

**B. LIMITATION ON SUBMISSION OF EXCEPTION DATA REQUISITIONS**

1. To enable supply sources to process requisitions in a **timely** manner to meet issue priority group, **standard delivery** dates, or required delivery dates, requisitioners should attempt to **limit** repetitive submission of requisitions which cent sin exception data, particularly those which are to satisfy high priority requirements. **Requisitioners** should use available **MILSTRIP** capabilities to ensure **automated** processes are used to the maximum extent possible. **The** processing of exception data requisitions is a resource intensive process that is prone to errors and generally delays required support. Supply sources receiving requisitions with unnecessary exception data; such as: "**ship by commercial air,** " "**do not use postal system,** " "**ship by fastest traceable means,** " or "**ship overnight delivery,** " are authorized to **delete** such information, change the exception **DI** to a **nonexception DI**, and continue processing. Supply sources will process **all** requisitions under the standards of the **Uniform Materiel Movement and Issue Priority System (UMMIPS)** (reference (e)). Within the **UMMIPS** time segment for transporting the materiel, it is the shippeds prerogative to select the **mode of shipment** based on time, distance, item characteristics, and economic factors. **The repetitive** use of the same exception ship-to **address** is an uneconomical way of doing business for all concerned. A separate **DoDAAC** assignment for **this type** of ship-to **address** should be made or the **TAC 2** address of the **involved** activity should be changed and the resulting **DoDAAC** (s) used on applicable requisitions. Activities having multiple locations should assign a **separate DoDAAC** to each receiving location. It is **incumbent** upon the requisitioner to work with the **applicable Service focal point** to **develop** procedures to automatically process requisitions.

a. Authorized conditions **for use of** exception ship-to **addresses** are listed below. **Requisitions** containing exception ship-to addresses other than those listed will be **re jettted** with Status Code D6. (NOTE: **The use of** this code **is not effective until 1 November 1992.** )

(1) Sales/donations/loans/issues **of materiel** to **qualifying** Federal, State, or Civil organizations or individuals **approved** by the Service Secretaries.

(2) **Issues** of nuclear assets as directed by **DNA** to **DOE** contractors.

- (3) Materiel in Supply Condition Code L to contractors.
  - (4) Issues required by national emergency or natural disasters .
  - (5) shipments of ammunition requiring special controls.
  - (6) Shipments to contracts for special testing.
- b. Exception data will normally be limited to the following:
- (1) Non-NSN requirements which exceed the stock or part number field and/or require additional information.
  - (2) Non-NSN lumber products and other commodities identified and ordered by description only.
  - (3) Authorization/identification for items when such requirement is imposed by the ICP or by the parent Service or the requisitioning activity.
  - (4) NSN items in FSCS 5510, 5520, and 5530 requiring specification data; such as, species and/or grade.
  - (5) NSN requirements needing additional identifying information; for example, requisitions initially rejected with Status Code CG or CJ.
  - (6) Requisitions for the Navy's LEVEL 1/SUBSAFE program and nuclear reactor plant materials.
  - (7) NSN items for chemicals for boiler water and feedwater analysis.
  - (8) Requisitions used to establish a registered user with the ICP in a PICA/SICA situation.
  - (9) Requisitions for Marine Corps PWR or Pre-Positioning Ships Program.

2. Commanders will approve, or delegate in writing to specific personnel to approve, the submission of exception data requisitions.

**c. PREPARATION OF NOT MISSION CAPABLE SUPPLY AND ANTICIPATED NOT MISSION CAPABLE SUPPLY REQUISITIONS**

1. NMCS is a materiel condition indicating that systems and equipment are not capable of performing any of their assigned missions because of maintenance work stoppage due to a supply shortage (DoDI 7730.25 (reference (j) ) ) . Individual Service condition reporting systems (e. g., Air Force MICAP, Navy CASREP) may require the same qualifying criteria as NMCS but do not automatically generate NMCS requisitions.

**2. Expedited Handling Signal 999**

a. PDs 01-03, requisitions for items causing mission-essential systems and equipment to be NMCS, will be prepared to contain code 999 in rp 62-64 in lieu of the RDD. Code **999** will provide identification of documents related to critical items and requiring expedited handling. When entered into requisitions, code 999 will be perpetuated on MROS and DD Forms 1348 -1/1348-1A. This procedure applies only to materiel being shipped to U.S. Forces OCONUS and to Forces alerted for deployment within 30 days of the date of the requisition for materiel involved.

b. Code 999 will be used to identify the need for expedited handling only when the conditions specified below are met. (The Commanding Officer of the requisitioning activity will either personally review, or delegate in writing to specific personnel the authority to review, all requisitions identified for expedited handling to certify compliance with prescribed criteria. )

(1) The requisitioning unit must possess F/AD 1, II, or III and

(2) the items or equipment required are causing mission-essential systems or equipment to be incapable of performing any of their assigned missions (NMCS) or

(3) the items or equipment required have been identified during maintenance or testing as necessary to prevent mission-essential system or equipment from being unable to perform assigned operational missions or tasks within 5 days of the date of the requisition.

3. Expedited handling signal, 999 does not apply to FMS and MAP Grant Aid requisitions.

4. For NMCS conditions other than 999, the following procedures will apply:

- a. PD must be 01-08.
- b. Enter N in rp 62 of requisitions applicable to NMCS conditions originating at activities where forces in CONUS are not alerted for deployment.
- c. Entries in rp 63-64 may indicate short RDDs expressed in number of days from the requisition dates.
- d. These documents will be processed using the PD in rp 60-61.

5. ANMCS is a condition which is anticipated to occur within 15 days in the CONUS or 20 days OCONUS that will result in equipment becoming deadlined for parts, engines going out of commission for parts, aircraft going out of commission for parts, ships' capability being impaired for parts, etc. Requisitions for materiel to prevent degradation of the mission capability of such systems/equipment will be prepared as follows:

- a. PD must be 01-08.
- b. Enter E in rp 62 of requisitions applicable to ANMCS conditions.
- c. Entries in rp 63-64 may indicate short RDDs expressed in number of days from the requisition dates.
- d. These documents will be processed under the PD in rp 60-61.

6. NMCS and ANMCS requisitions will be submitted only for materiel in the quantities needed to return the mission-essential system or equipment to mission capable/operationally ready status or when items are not available in ready-for-issue condition at the supporting post, camp, station, or OCONUS theater. Use **overnight or next day delivery service** for **NMCS** and **ANMCS** shipments **whenever possible**.

7. Commanders will approve, or delegate in writing to specific personnel the authority to approve, all NMCS/ANMCS requisitions in writing and submit the requisitions by the most expeditious means. NMCS/ANMCS requisitions will be submitted only for parts required for installation on or repair of mission-essential systems and equipment,

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without which the Commander is unable to perform assigned Service operation/mission.

**D. RESEWED**

**E. RESEWED**

### **F. PREPARATION OF PRE-POSITIONED WAR RESERVE MATERIEL STOCK REQUISITIONS**

1. Requisitions for the initial fill of PWRMS consumable item requirements will be prepared to contain Demand Code 0 in rp 44 and Project Code 3AA in rp 57-59 and may be prepared as "funded" or "unfunded" requisitions except that unfunded requisitions are not to be submitted to the GSA by DoD activities. *Replenishment PWRMS requisitions will center in Project Code 3PR.*

2. Funded requisitions for PWRMS requirements will contain a signal other than "D" or "M" (see appendix B1 O) in rp 51 and appropriate fund code entries in rp 52-53 (see appendix B11 ). Normally, funded requisitions for PWRMS requirements will contain only PDs 11-15, as appropriate, except that PDs 01-03, as appropriate, may be entered when overriding; operational situation justifies immediate supply support.

### **G. PREPARATION OF REQUISITIONS FOR ISSUE OF SERVICE-OWNED, SINGLE MANAGER FOR CONVENTIONAL AMMUNITION MANAGED ITEMS BELOW ESTABLISHED STOCK RESERVATION LEVELS**

Service owners of SMCA managed items may grant authority to the SMCA ICP to issue assets below all established stock reservation levels. This authority will be conveyed to the SMCA ICP online by the Service owners with Advice Code 2S entered in rp 65-66 of the requisition or referral order.

**H. RESERVED**

### **I. SUBMISSION OF REQUISITIONS AND RELATED TRANSACTIONS**

1. Frequency of submitting requisitions is the sole prerogative of the requisitioner and, except for subsistence items, the distribution systems will not prescribe scheduling. Requisitions will be submitted when necessary to meet requirements for stock or to meet specific requirements for immediate use.



2. Methods of submission of requisitions will be as prescribed in chapter 1. **Special requirements for submitting GFM requisitions are contained in chapter 11.**

3. The requisition submission time period extends from the date of the requisition to the date of receipt by the initial wholesale supply source, e.g. , ICP or stock point which maintains any asset availability y records for the purpose of filling materiel demands or ordering other supply action.

a. Date of requisition (as shown in requisition document number field) will indicate the actual date of transmittal from the requisitioner to the initial supply source. If requisitions are predated to facilitate local processing, the requisition date will be amended (if necessary) to reflect the true date of transmittal.

b. Time consumed by review/approval of control offices which are intermediary between the requisitioner and initial supply source is counted in the time standard for this segment.

4. The S/A implementation of this provision will provide for establishment of controls to ensure transmission of requisitions on the document number date. Controls will also be established to ensure nonduplicative transmission or receipt of requisitions.

5. Requisitions with DI AOE and A05 will be transmitted by methods other than data pattern or computer-readable fixed length format. When these requisitions are mailed, the envelope will be conspicuously marked "MILSTRIP EXCEPTION DATA REQUISITIONS. "

6. DI AF followups and DI AC cancellations on DI AOE or A05 requisitions will not include the exception data.

7. DI AT followups and DI AM modifier documents will include the exception data: Message followups (DI AT\_) on a requisition with exception data will be prepared as prescribed in appendix A10. Message modifier (DI AM\_) with exception data will be prepared as prescribed in appendix A9.

## **J. RESEWED**

## **K. MAINTENANCE OF REQUISITION AND DUE-IN FILES**

1. Procedures for maintenance of requisition and due-in files are the responsibility of each S/A.

2. Requisitioners will ensure that status and materiel receipts are expeditiously processed to requisition and due-in files in order to preclude unnecessary followups.

3. Receipt take up time standards for the requisitioner are one calendar day for PDs 01-08 and 3 calendar days for PDs 09-15.

L. **RESERVED**

M. **FOLLOWUPS**

1. Followups should be submitted by the requisitioner, SUPADD, or the activity designated by a significant entry in rp 54, based on a need for information and criteria prescribed herein.

2. Followup inquiries consist of four types, as follows:

a. Followups submitted to obtain the latest status of requisitions. These followup inquiries will be prepared to contain DI AF (one through three) as prescribed in appendix B1.

b. Followups submitted to obtain the latest status on requisitions and which may be processed as requisitions when supply sources have no record of receipt of the original requisitions. These followup inquiries will be prepared to contain DI AT\_ (one through five and seven or A through E) as prescribed in appendix B1.

c. Followups submitted as requests to improve ESDS contained in previously furnished supply status documents. These followup inquiries will be prepared to contain DI AFC, as prescribed in appendix B1. The AFC followup inquiries will be prepared only for transactions applicable to PDs 01-08, and will be submitted only after receipt of supply status which reflects ESDS not commensurate with materiel usage or need dates.

d. Followups submitted to obtain latest status on previously submitted cancellation requests and which may be processed as cancellation requests provided the original requests were not received. These followups will contain DIs in the AK\_ series.

3. Message followups will be prepared as prescribed in appendix A10.

4. DIs AF1, AF2, and AF3 and AT followup inquiries will be submitted only under the following criteria:

a. Status data is not on hand to indicate a delay in receipt of materiel beyond the SDD or RDD (not applicable to followup inquiries request ing improvement in ESDS ) .

b. The UMMIPS order and shipping time standard for receipt of materiel has elapsed for requisitions on which status had not been requested.

c. Timeframes for submission of followups :

(1) For PD 01-08 demands - only after expiration of at least 3 days from date of the requisition or transaction date of the latest supply status.

(2) For PD 09-15 demands - only after expiration of at least 7 days from date of the requisition or transaction date of the latest supply status.

5. Followups will be submitted to the supply source to which the requisition was submitted, except when supply status has been received indicating that another activity is responsible for processing the demand. When supply status has been received, the followup will be directed to the activity indicated as currently processing the requisition (i.e., "last known SOS") .

6. Activities initiating followup documents will take into consideration the fact that the supply source may not have a record of having received the original requisition. When no. positive supply status has been received and no previous cancellation request (DI AC\_) has been submitted, the requisitioner or other authorized activity may follow up only with the appropriate document from the DI AT\_ series. Such DI AT\_ series documents will contain the same character in the third position of the DI as the original requisition and will be submitted under media and other rules applicable to such requisitions. The AT\_ series of followups will be treated as requisitions if supply sources have no record of the original requisitions. Duplicate document number edits by supply sources will preclude duplicate processing and shipment if the original requisition is subsequently received by the supply source.

7. When positive supply status has been received, the requisitioner or other authorized activity may use any type of followup, subject to restrictions contained elsewhere in this manual.

8. Supply sources may follow up on a shipping activity, with the exception of followups requesting improvement in ESDs, utilizing the MRO format with DI AF6.

9. DI AK followups may be submitted 10 days after submission of the original DI AC cancellation request if no acknowledgment of receipt of the DI AC is received. If status is not received within 10 succeeding days, another AK followup may be submitted. If status is received acknowledging receipt of DI AC or AK documents, no further followup may be submitted until 30 days after receipt of last status.

## **N. RESEWED**

### **o. REQUEST FOR SUPPLY ASSISTANCE**

1. Requests for supply assistance may be initiated to the supply source on previously submitted PD 01-08 requisitions as shown in appendix A11. Authority to originate a supply assistance request will be prescribed in S/A regulations.. The first line in the body of narrative messages will contain the words "Supply Assistance Request. " Supply assistance includes status of requisitions, timely support of requirements, item substitutability and interchangeability, release of cancellation of backordered requisitions, diversion of materiel shipments, etc. A request for assistance may be accomplished by message, letter, or telephone to the appropriate supply source. Telephone requests should not exceed seven lines; however, the limitation of items will be determined by the supply source ability to record the items and initiate timely responses. Replies to supply assistance requests will include an information copy to each addressee included in the incoming request.

2. The request should not be generated until supply status indicating open status has been received.

## **P. RESERVED**

## **Q. CANCELLATION OF REQUISITIONS**

1. Cancellation of requisitions may be initiated by the requisitioner, the SUPADD, the activity designated by the entry in rp 54, S/A headquarters, or by authorized command elements. If cancellations are initiated by other than the requisitioner, the responsibility for advising other interested activities of this action is vested in the activity having initiated the cancellation. Cancellation requests can be

initiated as single line transactions or by narrative message containing one or more single line cancellation transactions.

2. Events such as base closures, termination of special projects, ship and unit inactivations, termination of agreements, or termination of vessel outfitting or construction can necessitate the requirement for mass or universal cancellation of multiple lines. In some instances, the S/A headquarters would be aware that a total project or total requirement for a single base is no longer required and should be canceled. Thus, the S/A headquarters element could initiate the requests for mass or universal cancellation of multiple lines. Such requests will be submitted by message to the S/A designated focal points listed in chapter 8.

3. Under normal circumstances, cancellation requests represent a discontinued need of specific items and quantities. Funds will not be deobligated and individual due-in records will not be updated until status has been received indicating that cancellation has been accomplished. Accordingly, single line requisition cancellation is the preferred method. Single line cancellation actions will be processed under chapter 3, paragraphs AA. through AH. The preparation of single line cancellation requests will be accomplished using the format reflected in appendix c6.

4. Single line cancellation requests will be submitted to the last known source holding the applicable requisitions.

5. Single line item cancellation requests will not be submitted under the following circumstances:

a. When a CONUS activity has received notice of shipment (DI AS\_ or DD Form 250, (Material Inspection and Receiving Report)), advising that shipment from a contractor's facility or a depot has occurred.

b. When an OCONUS activity has received shipment status and

(1) the line item value of the cancellation is less than \$200, or

(2) the materiel has been shipped by air mail or parcel post, or

(3) the materiel was shipped more than:

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(a) Ten days by air shipment to APOE.

(b) Forty-five days by surface shipment to WPOE.

6. Single line item cancellation requests will normally be submitted for conditions not excluded by paragraph Q. 5., when a discontinued need for a requisition quantity occurs regardless of line item dollar value or status received. Such submission will enable supply sources to properly adjust demand, when appropriate, as well as initiate cancellation action, when feasible.

7. Single line item cancellation requests submitted against requisitions for which Status Code BV was received may result in billing for transportation charges and/or contract termination costs in the event the supply source is able to effect cancellation/diversion. (See chapter 3, paragraph AB.)

8. The responsibility for the utilization or disposition of materiel for which cancellation or diversion to an alternate consignee could not be effected is that of the consignee, the appropriate commander, or Service headquarters.

9. When shortages occur for materiel previously canceled or rejected, new requisitions with new document numbers, citing appropriate issue PDs, will be submitted. Requests for reinstatement of previously canceled or rejected requisitions will not be submitted to supply sources.

## R. RESEWED

### s. MODIFICATION OF REQUISITIONS

1. A requisition modifier document may be initiated by the requisitioner, SUPADD, or control office to modify previously submitted requisitions. *Restrictions for modifying GFM requisitions and associated transactions are contained in chapter 11.*

2. A requisition modifier document may be used to change/modify the following fields in an original requisition document:

a. Media and Status, rp 7.

b. Supplementary Address, rp 45-50.

- c. Count ry FMS Offer/Release Option, rp 46 (FMS requisition) .
- d. Freight Forwarder, rp 47 (FMS requisition) .
- e. Signal, rp 51.
- f. Fund, rp 52-53.
- g. Distribution, rp 54. .
- h. Project, rp 57-59.
- i. Priority Designator, rp 60-61.
- j. Required Delivery Date or Required Delivery Period  
(conventional ammunition only) , rp 62-64.
- k. Advice, rp 65-66.

3. For requisitions which are identified for cent inued document and/or shipment processing during mass cancellation situations, document modifiers (DI AM ) will be submitted at the earliest possible date and wi ll cent ain an expedited handling signal "555" in the RDD field, rp 62-64. (See chapter 8.)

4. A requisition modifier document, DI AM\_ will be prepared by originating act ivit ies completing al l prescribed data element entries for a requisition. The requisition modifier document is usually submitted when changes to existing fields are needed to expedite processing of the requisition.

a. Entries in the requisition modifier document may differ from that in the original requisition only to reflect changes to one or any combination of the fields identified in subparagraph 2., above.

b. When the SUPADD (rp 45-50) , the project (rp 57-59) , the RDD (rp 62-64) , or the advice (rp 65-66) of the DI AM\_ is blank, these fields of the original requisition wil l be modified according y (subs istence requisitions are excluded from RDD deletion provisions) .

5. The activity initiating a requisition modifier document will be responsible for furnishing notification of such action to other interested act ivit ies, such as the requisitioner and SUPADD, when modifiers are initiated by control offices. The requisition modifier document will be transmitted to the last known SOS.

6. When the priority of an item previously requisitioned is modified and the quantity required is greater than the quantity previously requisitioned, a requisition modifier will be submitted for the original quantity and a new requisition will be submitted for the additional quantity required under the new priority. If the quantity required is less than the quantity previously requisitioned, a new requisition will be submitted for the quantity required under the new priority and if the quantity in the original requisition will be excess to needs, a cancellation request for this requisition should be submitted.

## **T. RESEWED**

## **U. REQUISITIONING DoD EXCESS PERSONAL PROPERTY FROM THE DEFENSE REUTILIZATION AND MARKETING SERVICE**

1. DoD activities and, under certain circumstances, authorized Federal Civil Agencies are authorized to requisition excess personal property through the DRMS or directly from a DRMO. Activities will request, through an accountable supply officer, only that property which is authorized by parent headquarters or command and will not request quantities of property which exceed authorized retention quantities. Each S/A will furnish DRMS the Federal condition codes that are acceptable in relation to the supply condition code being requisitioned. The DRMS maintains the IDMS, a standardized and centralized control and accounting system for all excess and surplus personal property located in the DRMOs, and provides visibility of such property through a variety of utilization screening procedures. (See DoD 4160. 21-M (reference (k) ) for utilization policy and procedures. )

a. Requisitions from DoD activities for excess personal property will normally be routed via AUTODIN through the DAAS to the DRMS for processing or the requisition may be hand carried to the DRMO for property previously selected, scheduled for pickup, or required as a result of screening at the DRMO. The RI of the DRMO should be placed in rp 4-6 of DD Form 1348 -1/1348-1A requisitions hand carried to a DRMO. Activities or units unable to submit requisitions through AUTODIN may forward them directly to DRMS by mail or by narrative message but it should be understood that this is not the standard procedure and should be discontinued as soon as the ability to use AUTODIN is realized.

b. Requisitions submitted to DRMS will be in the format specified in appendix C1, DRMS RI (S9D) in rp 4-6, with J, K, L, R, or S in rp 40, Signal D or M in rp 51 to denote free issue; Advice Code 2J



(fill or kill) in rp 65-66 or blank; and the appropriate supply condition code in rp 71. For a specific item, the requisition will contain the DTID number or ERN in rp 67-80 (DTID suffix, if applicable, in rp 21). For nonstock numbered items, the DI will be AOD or A04. Requisitions hand carried to the DRMO for pickup of property will be prepared on a DD Form 1348-1/ 1348-1A, as specified in chapter 5, paragraph C. Authorized Federal Civil Agencies may requisition excess/surplus property from DRMS using SF 122, Transfer Order-Excess Personal Property, or any other transportation order form approved by GSA under FPMR subchapter 4, part 101-43 (reference (1)). All requisitions for small arms will be submitted under paragraph W. PCH&T charges will be applied using DoDD 4100.37 (reference (m)).

(1) DI AO requisitions submitted through DAAS will be edited by DAAS to determine if the requisition is for excess personal property. The DAAS edit is as follows:

(a) If the requisition contains J, K, L, R, or S in rp 40 and a condition code is entered in rp 71, DAAS will route the requisition to DRMS. If a condition code is not in rp 71 and a DTID number is entered in rp 67-80, DAAS will route the requisition to DRMS.

(b) If a condition code is not in rp 71 and a DTID number is not in rp 67-80 and RI S9D is entered in rp 4-6, DAAS will reject the requisition back to the message originator with a clear text message stating, "INVALID FORMAT FOR DRMS REQUISITION."

(c) If the conditions in subparagraphs (a) and (b), above are false, DAAS will continue requisition processing.

(d) If the requisition contains RI S9D in rp 4-6 and a condition code is entered in rp 71 and rp 40 does not contain J, K, L, R, or S, DAAS will route the requisition to DRMS.

(e) If a condition code is not in rp 71, and rp 40 does not contain J, K, L, R, or S, and a DTID number is entered in rp 67-80, DAAS will route the requisition to DRMS.

(f) If a condition code is not in rp 71 and rp 40 does not contain J, K, L, R, or S, and a DTID number is not in rp 67-80 and RI S9D is in rp 4-6, DAAS will reject the requisition back to the message originator with a clear text message stating "INVALID FORMAT FOR DRMS REQUISITION."

(2) For validated excess personal property requisitions, DAAS will provide the requisitioner DI AE9 supply status transaction with Status Code BM. Requisitions with DI AOB or A02 and RI S9D will be processed by DAAS to obtain an NSN. If an NSN is found for the part number, DAAS will change the DI to AOA or AO 1 and pass the requisitions with the NSN to DRMS. DAAS will provide the requisitioner a DI AE9 supply status transaction with Status Code BG. If an NSN is not found, DAAS will reject the requisition.

c. Upon receipt of the requisition, DRMS will select the requested item for issue or provide appropriate supply status if not available. If rp 65-66 are blank and the requested materiel is not available, DRMS will place the requisition on the requisition retention file for 60 days and furnish Supply Status Code B1. If all of the requested materiel does not become available during the 60 day retention period, the remaining unfilled quantity will be canceled using Status Code D1.

(1) If stock is available, the DRMS will transmit an MRO, DI A5 (DD Form 1348 -1/1348 -1A), to the DRMO. In those instances where a specific item has been requisitioned, the DTID number or ERN will be perpetuated on the MRO. MROs received by a DRMO from DRMS will be confirmed or denied, as appropriate. Responses by DRMOs to followups (DI AF6) will be made using the MRC with DI AR0; MRD with DI A6; or the supply status document with DI AE6, as appropriate.

(2) The DRMS will process single line cancellation requests or requisition modifier documents if the MRO has not been transmitted to the DRMO or if the requisition is on the requisition retention file. The DRMS will not process mass cancellation requests.

d. When the DRMO issues materiel as a result of DD Form 1348-1/1348-1A being hand carried to the DRMO, an MRC, DI AR0, will be prepared in the format of appendix C13 and transmitted to DRMS.

2. The DRMS will respond to followups under procedures in chapter 3 and furnish status as outlined in chapter 4.

3. Materiel will be shipped from DRMOs to authorized requisitioners using MILSTRIP.

4. Requisitioner requests for modification, cancellation, or followup to DRMS will be processed under chapter 2.

**V. RESERVED**

**W. REQUISITIONING CONVENTIONAL SMALL ARMS FROM DISPOSAL**

1. Conventional small arms as identified in DoDI 4140.35 (reference (n) ) and DoDD 5100.76 (reference (o) ) include: handguns; shoulder fired weapons; light automatic weapons up to and including .50 caliber , machineguns; recoilless rifles up to and including 106mm; mortars up to and including 81mm; rocket launchers, man portable; grenade launchers, rifle and shoulder fired; individual operated weapons which are portable and/or can be fired without special mounts or firing devices and which have potential use in terrorist or in civil disturbance activities and are vulnerable to theft. This will include all weapons meeting this criteria, regardless of origin including foreign, commercial, confiscated, and nonappropriated funds weapons as well as museum pieces, regardless of whether or not the weapons have an NSN.

2. Small arms will generally fall into one of the following FSCS: 1005, 1010, 1015, 1025, 1040, 1055, 1090, and 1095. However, this list is not to be considered all inclusive. Any weapon meeting the general guidelines of a small arms weapon will be treated accordingly regardless of the FSC.

3. All DoD requisitions for small arms will be submitted by an accountable supply officer to the CONUS IMM. Requisitions must include the following exception data: DTID number/ERN, as appropriate, and PCH&T citations. Such requisitions received directly by the DRMS or the DRMO will be rejected to the requisitioning activity,. Requisitions approved by the IMM will be mailed to DRMS, Battle Creek, MI 49017-3092, ATTN: DRMS-U .

**X. RESEWED**

**Y. SHIPMENT TRACING**

1. When shipment status has not been requested, and materiel has not been received in normal transit time, a followup (DI AF1, AF2, or AF3) will be submitted.

2. When shipment status has been received evidencing that shipment has been made, followups (DI AF1, AF2, AF3, AT\_, and AFC) will not be submitted. These actions would result only in receipt of another shipment status document with the same data.

3. If materiel has not been received and the date of shipment cited in the shipment status document indicates that normal transit time has expired, a request for shipment tracing will be initiated as follows:

a. For LOGAIR, QUICKTRANS, surface and air export shipments within the DTS. MILSTAMP (reference (p)), contains the procedures, formats, and address data needed by a consignee to trace a shipment in the DTS. Requests should be turned over to the local transportation officer for tracing using reference (p) .

b. For all air and surface domestic freight shipments by GBL/CBL with a final destination at a CONUS activity. These shipments can be identified by an alpha "B" in rp 68 of shipment status documents. Shipment tracing will be initiated by the consignee under AR 55-355, et al. (reference (d)). Required data may be obtained from the advance copy of the GBL. The GBL number is contained in the rp 69-76 of MILSTRIP shipment status document.

c. For all Surface and Blue Label UPS Shipments to a CONUS, Alaska, or Hawaii destination. These shipments can be identified by an alpha "U" in rp 68 of shipment status documents. Shipment tracing will be initiated by the consignee by notification to the consignor using AR 55-355 (reference (d)).

d. For registered, insured, and certified mail/parcel post shipments to CONUS and OCONUS activities excluding Navy ILP shipments. These shipments are identified by an alpha "R," "I," or "C," respectively in rp 68 of shipment status documents. Request for shipment tracing (DI AFT) will be submitted by the consignee to the supply source in the format prescribed in appendix C43. DI AFT shipment tracer *requests* should be submitted no earlier than 10 days and no later than 60 days (90 days for medical requirements) after the date of shipment indicated in the shipment status documents. An additional AFT will be sent after 15 days if no reply is received. DI AFT tracer actions received by the consignor more than 60 days after date of shipment may result in negative response due to retirement/destruction of records on completed transactions. See chapter 3, paragraph AP. for processing action by the supply source.

e. DI AFT documents received on other than registered, insured, and certified mail/parcel post should be disregarded/discarded by supply sources as the MILSTRIP tracing procedures do not apply.

f. Although the mode in rp 77 of the shipment status document indicates parcel post, if a transshipment code is present in rp 78-80, tracer action will be initiated using subparagraph a. above.

**Z. RESERVED**

**AA. SPECIAL GSA PROCEDURES ON UNMAILABLE ITEMS**

1. A requisition submitted to GSA with Advice Code 2A (item not available locally) will be processed regardless of possible excessive transportation costs.

2. A requisition submitted to GSA without Advice Code 2A for an item valued at \$25 or less will be canceled (with Status Code CW) if, at time of shipment, transportation costs in excess of 50 percent of the item value would be incurred in shipping the order. GSA will notify the ordering activity when this condition exists and the requisitioner should attempt to procure the item locally. If local procurement cannot be effected, a new requisition should be submitted with Advice Code 2A. In response, GSA will supply the item regardless of transportation costs.

3. MAP Grant Aid and FMS requisitions under these procedures will not be returned for local procurement.

**AB. DEFENSE AUTOMATIC ADDRESSING SYSTEM EDIT OF INCOMING REQUISITIONS**

1. The DAAS will edit all incoming requisitions and other MILSTRIP transactions for data errors and validity under procedures in DoD 4000.25-10-M (reference (q) ) .

2. As a result of these edits, DAAS will correct data entries or reject transactions. In the case of SOS errors, the correct SOS will be entered in the RI field and the transaction rerouted, as appropriate.